



**EAST CONTRA  
COSTA COUNTY  
HABITAT  
CONSERVANCY**

*City of Brentwood*

*City of Clayton*

*City of Oakley*

*City of Pittsburg*

*Contra Costa County*

To: Bay Area and Northern California Environmental Firms

From: East Contra Costa County Habitat Conservancy

Date: September 13, 2013

Subject: On-Call Conservation Planning Services and Preserve Establishment and Management Services for the East Contra Costa County Habitat Conservancy

The East Contra Costa County Habitat Conservancy is soliciting proposals from firms interested in providing a range of services related to implementing the East Contra Costa County Habitat Conservation Plan/Natural Community Conservation Plan. We anticipate hiring a number of firms to cover the breadth of tasks and provide on-call services. The Conservancy may also release subsequent RFPs for additional specific tasks.

The Conservancy staff is looking for firms to assist them in a variety of tasks. They can best be summarized into two areas: (a) general support for Plan administration and incidental take permit issuance; and (b) support with preserve establishment, restoration/creation, and resource management.

Firms interested in providing the services described further in the enclosed Request for Proposals (RFP) must submit their proposals electronically in PDF format by 5pm on October 31, 2013 to **both** email addresses listed within the RFP. Selected firms may be invited to interview and present their firm's proposal. Please see the RFP for additional information regarding the proposal process.

Questions about the RFP should be directed in to:

Abby Fateman at:  
[abigail.fateman@dcd.cccounty.us](mailto:abigail.fateman@dcd.cccounty.us) / (925) 674-7820

# East Contra Costa County Habitat Conservancy

## Request for Proposals

### *On-Call Conservation Planning and Biological Services*

East Contra Costa County Habitat Conservation Plan  
Natural Community Conservation Plan



Date Issued:	September 13, 2013
Response Due Date:	October 31, 2013 by 5:00pm
Contact:	Abby Fateman
Email/Phone:	Abigail.fateman@dcd.cccounty.us / (925) 674-7820
Regular Mail, Express Mail, Hand Delivery:	East Contra Costa County Habitat Conservancy Contra Costa County Department of Conservation and Development 30 Muir Road Martinez, CA 94553
Email Submission of Proposal:	abigail.fateman@dcd.cccounty.us maureen.parkes@dcd.cccounty.us



East Contra Costa County  
Habitat Conservancy

## Introduction

The East Contra Costa County Habitat Conservancy (the Conservancy), in its role implementing the East Contra Costa County Habitat Conservation Plan/Natural Community Conservation Plan (the Plan), is soliciting proposals from firms interested in providing on-call services to implement key requirements of the Plan. The firms may be considered for **all tasks**, or may **clearly indicate selected tasks** for which they would like to be considered. The Conservancy will select and contract with multiple firms to provide these services. The division of tasks will be determined by the Conservancy on the basis of expertise and other practical considerations.

## Executive Summary of the Plan\*

The East Contra Costa County Habitat Conservation Plan/Natural Community Conservation Plan (HCP/NCCCP or Plan) is intended to provide an effective framework to protect natural resources in eastern Contra Costa County, while improving and streamlining the environmental permitting process for impacts on endangered species and wetland resources. The Plan allows the Cities of Brentwood, Clayton, Oakley, and Pittsburg, Contra Costa County (County), the Contra Costa County Flood Control and Water Conservation District (County Flood Control District), the East Bay Regional Park District (EBRPD), and the Conservancy (collectively, the Permittees) to control endangered species permitting for activities and projects in the region that they perform or approve. The Plan provides for comprehensive species, wetlands, and ecosystem conservation and contributes to the recovery of endangered species in northern California. The Plan avoids project-by-project permitting that is generally costly and time-consuming for applicants and often results in uncoordinated and biologically ineffective mitigation.

The U.S. Fish and Wildlife Service (USFWS) issued a 30-year permit that authorizes incidental take of covered species under the federal Endangered Species Act (ESA). The California Department of Fish and Wildlife (CDFW) issued a 30-year permit that authorizes take of covered species under the Natural Community Conservation Planning Act (NCCPA). The local jurisdictions use those permits to extend take authorization to development and other activities that meet the terms of the Plan.

The Plan is also intended to serve as the basis for applications for regional wetlands permits and other permit programs currently in development. In 2013 the U.S. Army Corps of Engineers issued a 5-year Regional General Permit that is linked to the HCP/NCCCP. The Conservancy is pursuing additional regional permitting approaches with other wetland regulatory agencies, including certification of the Regional General Permit by the Water Boards.

*\* "Plan" documents that are referenced in this RFP can be found at [www.cocohcp.org](http://www.cocohcp.org).*



## **Services to be Provided**

The range of on-call services that are needed by the Conservancy are included below. Firm shall demonstrate that it employs or will sub-contract with personnel that are trained and skilled in conducting the on-call functions for which they would like to be considered. The on-call services include the following functions:

### ***A. Preserve Establishment, Restoration and Management***

1. Prepare Pre-Acquisition Surveys for properties that are being considered for acquisition.
2. Develop Preserve Management Plans and Preserve Monitoring Plans that meet the requirements of the Plan as described in Chapter 5 and Chapter 7.
3. Identify potential wetland restoration/creation sites and prepare reports documenting the type of restoration possible, feasibility of restoration and preliminary restoration plans.
4. Design and help implement wetland restoration/creation projects. This task involves the assessment and analysis of site constraints, development of design alternatives, development of a complete construction bid package that includes construction plans and specifications permit applications, post-construction success monitoring and management plan, construction oversight, and as-built report.
5. Adaptive management: Provide input on adaptive management strategies for preserve properties and restoration projects including: exotic plant control, erosion control and grazing management.
6. Monitor constructed restoration projects in accordance with the project monitoring plans. Produce annual monitoring reports and when appropriate final monitoring reports.
7. Monitor Preserve in accordance with the Monitoring Plan. Features to be inventoried on all properties include land cover features, inventory of covered plant populations. Other monitoring tasks include status and trends monitoring of vegetation and covered species monitoring.
8. Conduct other preserve establishment, restoration and management tasks as requested.



***B. General support to the Conservancy in the administration of the HCP/NCCP and the issuance of take authorization***

1. Provide general advice and support to the Conservancy on implementation of the Plan.
2. Assist the Conservancy with its role in facilitating the take authorization application and review procedures described in Chapters 6.2 and 8.7.1 of the Plan.
3. Assist the Conservancy with its responsibilities related to facilitating the completion of the Planning Survey Reports by proponents of covered activities (see chapter 6.3 of the Plan).
4. Assist the Conservancy with reviewing applications for take authorization from Participating Special Entities (chapter 8.4 of the Plan).
5. Assist the Conservancy in developing policy clarification on plan implementation related to unanticipated projects or changed circumstances.
6. Assist Conservancy staff in preparing documents to meet the annual reporting requirements the Plan, including production of annual report and management of and technical support with database management.
7. Assist the Conservancy with securing additional integration of the Plan with wetlands permitting.
8. Conduct other HCP/NCCP administrative tasks as requested.

**Proposal**

Minimum Submittal Requirements:

*Cover Letter:* A letter describing the firm's interest in providing on-call and/or preserve establishment and management services for the Plan. The letter should clearly indicate which tasks the firm is interested in providing. The person authorized by the firm to negotiate a contract with the Conservancy shall sign the cover letter. Include the name and phone number of a contact person for the proposal process.



*Contact Person:* The name of a single contact person for the selection process; may be different from the person who signs the cover letter. Include phone number(s), address, and e-mail address.

*Project Team:* A description of key personnel and sub-consultants that will be assigned to this project. Please provide resumes and hourly rates of all key staff. In addition, please make a distinction between the key personnel and sub-consultants used for completing the services above. If proposing to use sub-consultants, indicate any mark-up rate for sub-consultants.

*Experience:* Describe firm's experience in conducting the services described above. Indicate what (if any) U.S. Fish and Wildlife Service (USFWS) 10(a)1(a) permits are held by staff (or proposed subs) for Plan covered species.

*Location:* The address of the office(s) where the project manager(s) will reside.

*References:* Provide contact information for a minimum of three (3) references for all key staff or sub consultants for recent work performed on projects similar to the proposed projects.

*Approach:* Provide details or examples of how your firm would approach the key tasks listed above and indicate how this approach will be effective and cost-effective.

*Conflict of Interest:* Provide a list of and brief explanation for any existing projects within the East Contra Costa County HCP/NCCP planning area which may affect, or be perceived to affect, your firm's objectivity when working with the Conservancy, and how your firm would propose to address those situations.

### **Other Restrictions/Requirements**

1. Excluding the cover letter (maximum of **2** pages), and resumes of key members, the proposals shall be a maximum of **10** pages. The proposal must address all minimum submittal requirements listed above and should clearly indicate the tasks for which your firm is qualified to provide services.
2. Questions and communication regarding the project described in this RFQ shall be directed solely to Abby Fateman :  
abigail.fateman@dcd.cccounty.us / 925-674-7820



## **Submittal**

Please submit a PDF copy by email to both:  
abigail.fateman@dcd.cccounty.us **and** maureen.parkes@dcd.cccounty.us

Firms selected for an interview may be requested to submit three (3) hard copies to:  
East Contra Costa County Habitat Conservancy  
Contra Costa County  
Department of Conservation and Development  
30 Muir Road  
Martinez, CA 94553

Electronic submittals must be received in full by October 31, 2013 at 5pm. This is a firm deadline and no proposals will be accepted after this time.

## **Selection Criteria**

Proposals will be evaluated based upon the following criteria.

- o Qualifications and specific experience of the project manager and the project team members including recent experience with projects similar to those described in this Request for Proposals
- o The firm's experience in conducting on-call services to meet the needs of the Conservancy to implement the Plan as described above.
- o Satisfaction of previous clients

## **Schedule**

The selection process will be conducted on the following tentative schedule.

Requests for Proposals Issued:	September 13, 2013
RFP Response submittal deadline:	October 31, 2013
Selected Firms Interviewed:	Week of Nov 4, 2013
Contract(s) to be considered by Conservancy Board:	Anticipated December 2013

